



POSITION TITLE: Part Time Facilities Technician

SUPERVISOR: Facilities Manager

DESCRIPTION: The Facilities Technician is responsible for assisting with the daily maintenance tasks and upkeep of the campus facilities and grounds.

SCHEDULE: Normal schedule will be during normal operational hours (8:30am-4:30pm, Monday-Thursday) with the ability to flex as needed special events, calls for service, and other scheduling needs that fall outside of these operational hours. Up to 25 hours per week.

SALARY RANGE: Starting at \$10.00 per hour.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Assist with the daily maintenance tasks of the Facilities Team.
2. Performs special Facilities assignments.
3. Prioritize facilities/grounds-related projects and tasks that are requested and complete them in a timely and safe manner.
4. Work either independently or with members of the Facilities Team.
5. Perform regular facility-maintenance activities, which typically fall under the following three broad areas of work:
 - Facilities: installations, maintenance, and repairs to and throughout the campus facilities.
 - Grounds: installations, maintenance, and repairs to and around the campus grounds.
 - Setups: scheduled setups and room arrangements around the campus and for off-site events.
6. Comply with all national, state, local, and college guidelines regarding workplace safety.

POSITION SPECIFICATIONS and KEY COMPETENCIES: (education, special skills and/or certifications)

- Preferably (but not required) experience in facilities maintenance or another related field.
- Customer Service orientation.
- A team player with leadership skills.

Please contact:

Darin Lockhart, Facilities Manager

dlockhart@criswell.edu

214.679.1783